

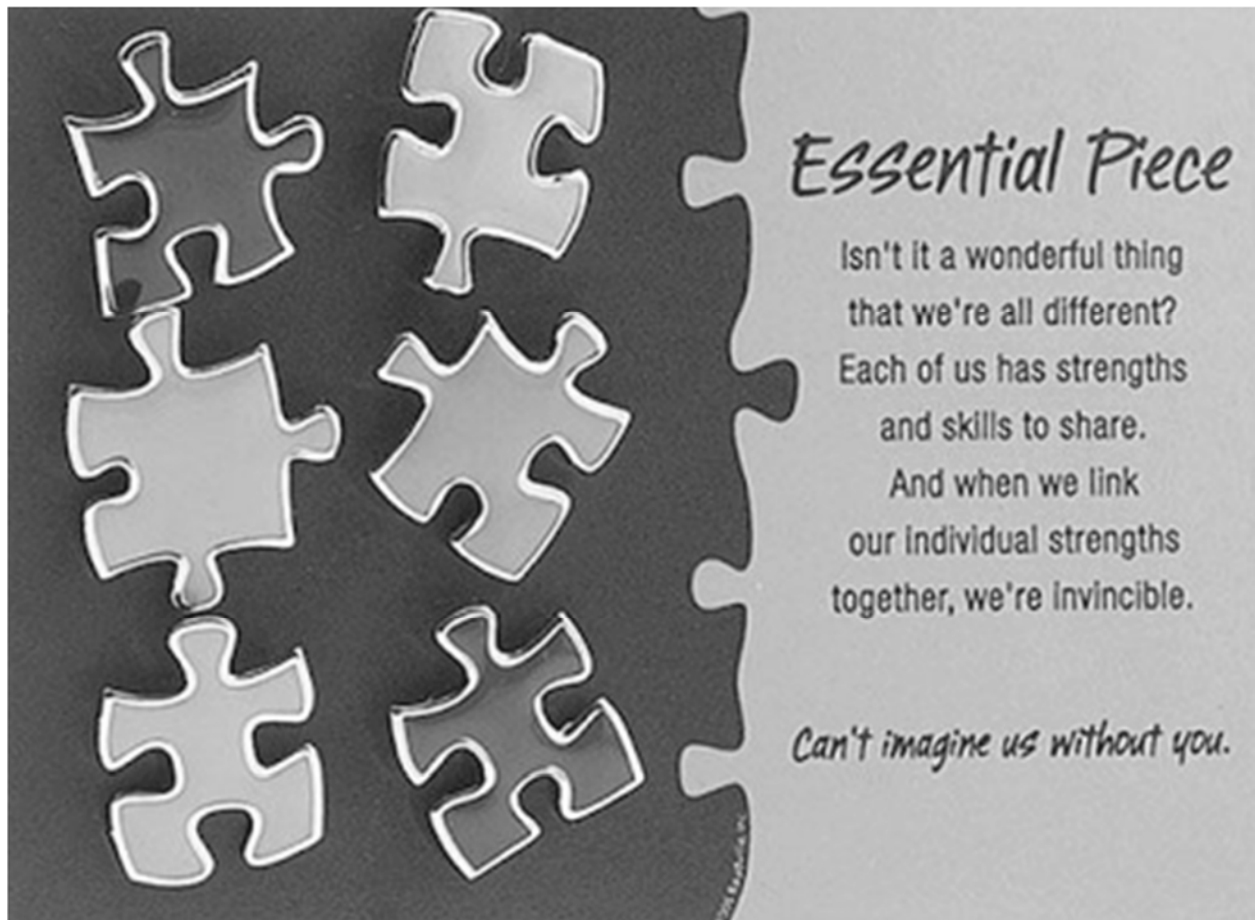


ADVISORY COUNCIL OVERVIEW GUIDE

Successful Advisory Councils for Successful Chapters

“A hundred years from now it will not matter what my bank account was, the sort of house I lived in, or the kind of car I drove. But the world may be different, because I was important in the life of a young person.”

- Attributed to Forest Witcraft



Essential Piece

Isn't it a wonderful thing
that we're all different?
Each of us has strengths
and skills to share.

And when we link
our individual strengths
together, we're invincible.

Can't imagine us without you.

ADVISORY COUNCIL OVERVIEW GUIDE

The Advisory Council of a DeMolay Chapter is a lot like a football coaching staff. You have your head coach (Chapter Advisor), you have the Athletic Director (Chairman) and then you have a coach for the Passing Game, a Defensive Coach, Strength Training. In DeMolay advisory councils have advisors to work on ritual, membership, sports, awards.

This guide is designed to give your advisory council an idea of best practices, the different roles needed and how to make for an effective advisory council. New York DeMolay is developing specific guides for each position but this should give you a flavor of the different roles.

Originally developed by “Dad” Gregory M. Kita, “Dad” John Pence, and “Dad” Mark Alvarado under the direction of “Dad” Bruce N. Hazard

Thank you to the Adult Education Task Force for their work on updating this project.

“Dad” Mark Alvarado

“Mom” Maura Celentano

“Dad” Tom Perry

“Dad” Andrew Roberts

An Active Advisory Council is Essential

An active and organized Advisory Council is a critical element for a strong and progressive DeMolay Chapter. The advisory council provides for the long term growth and stability of the chapter and the members.

There is no magic number of Advisors which ensures success, but certainly a team that is big enough to share the workload of the Advisory Council is ideal. DeMolay International requires a minimum of 3 Advisors.

Regardless of the number of Advisors on the Advisory Council, the important thing is to see that the responsibilities and duties are divided where everyone has something to do that is meaningful and important to the success of the Chapter.

Being an Advisor for a DeMolay Chapter is a job that often takes time, energy, and personal expense. The reward to the Advisors is the knowledge that they are helping to shape the lives of young people and mold their character for the responsibility of the citizenship and leadership that is awaiting them.

Advisory Council Responsibilities

1. **ORGANIZE** – Select a Chairman, Chapter Advisor, and divide up the duties and responsibilities among the Council members. It is crucial to the success of the Council that specific roles/duties are assigned to each member.
2. **MEET REGULARLY** – The Advisory Council should meet monthly at a minimum, this may be in person or telephonically, or via a streaming service like ZOOM or TEAMS.
3. **PROVIDE GUIDANCE TO THE CHAPTER** – Always remember that you are working with young people. Try to help the Chapter run itself, try not to “run the Chapter.” It is sometimes a difficult balance between what you do for the members and what you let them do for themselves. Keep the goals of DeMolay in mind always – to help and improve young people.
4. **PROTECT THE CHAPTER** – See that the Chapter operates within the guidelines of the Jurisdiction and DeMolay International. Provide chaperones for all DeMolay activities and make certain that the Chapter follows the Youth Protection and Risk Management policies at all times. Watch the Chapter’s finances closely so that major financial problems are avoided.
5. **INSIST ON GROWTH AND EXPANSION** – Don’t let the members lose sight of membership programs and set goals for the Chapter to expand in programs and participation in local, jurisdictional, and national activities.
6. **RECRUIT ADVISORS** – Invite other adults to become advisors. As a reminder, the jurisdiction requires that each advisory council has at least one woman on it.

The Advisory Council Meeting

Advisory Council Meetings

- Regular Meetings of the Advisory Council should be scheduled each month. They may be held virtually.
- All Advisors should attend the Advisory Council meetings. Also, the 3 Chapter Councilors, Scribe, Treasurer, and President of Parents' Club should be invited. (if there is a Parents' Club)
- Don't be afraid to open your Advisory Council meetings to interested parents and volunteers who are not members of the Council. Encourage their participation and support. If there is private business such as honors or a discipline issue to conduct, do so after the general meeting.
- The Chairman of the Advisory Council presides at the meetings and he should see that everyone is notified of the time and place in advance. Having a regular scheduled meeting helps to do this.
- Advisory Council meetings may take place at the same location as the regular Chapter meetings, a Masonic or Scottish Rite Center. Some Advisory Councils choose to meet at other locations, or even virtually.

- **6 Week Plan** – At Each Advisory Council meeting all aspects of the Chapter for the following 6 weeks must be considered. This ensures all areas are staffed and organized for proper execution with the members. This includes supervision, transportation, submission of any forms, and organizing portions of future events.

Advisory Council Meeting Agenda

Advisory Council meetings are conducted more efficiently when an agenda is used. Basic parliamentary procedure should be followed when necessary.

The following is a suggested Agenda for Advisory Council meetings.

- 1) Call to Order and Prayer
- 2) Roll Call
- 3) Reading minutes of the previous meeting
- 4) Business arising from the minutes
- 5) Communications
- 6) Membership Update
- 7) Bills against the Advisory Council
- 8) Reports
 - a) Master Councilor
 - b) Senior Councilor
 - c) Junior Councilor
 - d) Scribe & Treasurer
 - e) Sweetheart (If applicable)
 - f) Parent Liaison
 - g) Parents' Club President (If applicable)
 - h) Chapter Advisor
 - i) All other Advisors
- 9) Unfinished Business
- 10) New Business
- 10) Good of the Order
- 11) Adjournment

The Chairman

The Chairman of a DeMolay Advisory Council can be very well compared to the coach of a sports team. The Chairman must provide the cohesiveness to mold the team of Advisors into a winning combination. The Chairman is required to be a Master Mason.

Responsibilities and Suggestions

1. He must assemble a team of Advisors to guide and develop the DeMolay program in the community. The Chairman should work with the advisors to form a basic organization for the operation of the Advisory Council. After the Chapter Advisor is elected, he must see that the other Advisory Council members are given specific duties and responsibilities. He should mentor the other advisors to ensure that they are upholding their duties and responsibilities.
2. He must schedule regular Advisory Council meetings and preside over these sessions in a business-like manner.
3. He must see that the annual Advisory Council Registration (ACR) is completed promptly and that supplementary registrations are filed on any appointments made between annual registrations.
4. He should ensure that all reports to DeMolay International or the jurisdiction are forwarded promptly and timely. He should see that a Scribe is appointed to handle the day-to-day administration of the Chapter.
5. He should communicate with the Sponsoring Body on a regular basis so that they are aware of the DeMolay program and should seek their assistance where possible.
6. He should ensure that the Chapter closely follows the Youth Protection and Risk Management policies of DeMolay International and the jurisdiction. The Chapter should view the Youth Protection Video at least once a year, and hold a youth protection program six months as a minimum.
7. He should conduct on-going recruitment programs to build and supplement the Advisory Council.
8. He should be thoroughly familiar with the DeMolay programs and resources including the awards and honors systems, the Ritual, the Leader's Resource Guide and other guides and handbooks provided by DeMolay International and the jurisdiction. He should be knowledgeable of the Rules and Regulations of DeMolay International and the Policies of the jurisdiction.

The Chapter Advisor

The importance of the Chapter Advisor of a DeMolay Chapter cannot be over emphasized, for the leadership he exemplifies to the members will be a vital determining factor for ensuring progress and successful results in any specific Chapter activity, as well as the Chapter as a whole. The Chapter Advisor must be a registered adult volunteer over 21 years old.

Responsibilities and Suggestions

1. The Chapter Advisor must become thoroughly familiar with the DeMolay program and all of the resources available including the Leader's Resource Guide, the DeMolay Handbook, Chapter of the Year, and Installation Planning Guide.
2. The Chapter Advisor is responsible for seeing that Chapter meetings are well planned, attended, and executed. The Chapter Advisor should attend all Chapter meetings and Advisory Council meetings. The Chapter Advisor should see that Councilor Meetings are held prior to each Chapter meeting.
3. Using the jurisdiction guidelines, the Chapter Advisor works with the Councilors to establish a well- balanced program plan with the Chapter members.
4. The Chapter Advisor should communicate often with the parents and guardians of the members so that they are aware of what is expected of their son. The Chapter Advisor should keep a file of communications received from DeMolay International as well as the jurisdiction and bring their contents to the attention of the Chapter members and the Advisory Council.
5. The Chapter Advisor should develop the leadership skills of the Councilors of the Chapter and constantly work with the younger members to develop future leadership for the Chapter. Find opportunities for them to exercise their leadership and public speaking skills at meetings and activities of Masonic, civic, and other youth organizations.

There are a multitude of other specific duties that the Chapter Advisor finds among the responsibilities. Familiarizing yourself with the DeMolay program and effectively gathering the support of all adults involved with the Chapter will aid you tremendously.

Networking with other Chapter Advisors is another way of developing your skills as a Chapter Advisor.

What makes for a great Chapter Advisor? DeMolays share many different words like
Kind Caring Likes to Have Pizza! Relates to us. Lets us run the meeting

Someone we can look up to Someone who listens A Mentor

Likes baseball Knows Dungeons and Dragons Has fun!

The Ritual Advisor

There has been a long standing statement of DeMolay that the Ritual is what sets DeMolay apart from all of the other youth organizations and keeps it in a class by itself.

DeMolays can be outstanding ritualists despite their young years, because they have the intelligence, the education, and the inherent ability to do well. It is the job of the Ritual Advisor to turn this potential into action. The Ritual Advisor should have a copy of, and be familiar with the Ritual Advisor Handbook.

Priorities and Goals

If the Chapter is new or developing a ritual program for the first time, it is important to set priorities and goals. The Chapter should first learn the Opening and Closing Ceremonies so that they can function as a Chapter. During this period, call on other Chapters for assistance in doing the degree work or attend State Degree Days. Once the Chapter has become proficient in the Opening and Closing Ceremonies then introduce the other degrees at a pace that will keep their interest and at which they can be successful. Set goals in conjunction with these priorities. Set a goal for the Chapter, like entering winning the State Ritual Competition at Convention or “By the next term we will be able to perform the Initiatory Degree.”

Create a timeline so that members and Advisors can see how the Chapter will progress with its ritual program.

Guidelines and Suggestions

- The latest edition of the Ritual should be followed exactly.
- All of the degree work should be given from memory and to the best of the performers ability.
- Insist on good posture from all officers, whether sitting or moving.
- Use music for degrees.
- Appropriate degree robes and costumes should be utilized
- Keep a running list of what members are able to do what parts in a degree.

Ritual Practices

It is sometimes very difficult to schedule ritual practices outside of Chapter Meetings. Personal schedules, many times, do not accommodate extra nights. If this is a problem, set up the schedule so that Chapter meeting nights are ritual practices. You may want to schedule the second meeting of the month as Initiatory Degree practice one month and DeMolay Degree practice the next. Doing this every month, gives you six practices a term.

The Membership Advisor

Membership is an important function of all DeMolay Chapters. Given that DeMolays only have nine years to be a DeMolay without welcoming new brothers, a Chapter will soon stop to function. It is necessary, therefore, that a Chapter have a competent and dedicated Membership Advisor.

Responsibilities

- With the Master Councilor and his Membership Chairman, lay out definite goals and a program to seek new members, including regular prospect parties.
- Obtain the names of prospective members, utilize every available source such as public school officials, church leaders, co-workers, and other leaders in activities involving teenagers.
- Promote membership contests with interesting incentives.
- Ensure that inductions are held frequently enough that candidates do not have a long wait after turning in their applications, ideally once a quarter.
- Promote the use of the various resources available from the DeMolay International or the Jurisdiction.

New Member Orientation

All too frequently the membership activities of a Chapter will stop with a signed application. Many new members lose interest because they feel neglected, for once inducted, the attention paid to him by other members is far less than when they were persuading him to join.

An effective orientation and education program is essential to the sustained promotion of chapter growth. DeMolay International provides evolving Member Orientation programs which you should become familiar with and use.

It is the responsibility of the Membership Advisor to ensure that all new members are made to feel welcome and valuable.

Marketing and Public Relations

Unless another Advisor has been assigned the responsibility, the Membership Advisor also serves as the marketing advisor. He should work with the Master Councilor and the Advisory Council to ensure that the Chapter is marketing the organization and publicizing the events of the Chapter. The Membership Advisor should look over the program plan and identify potential marketing opportunities for the Chapter.

The Sweetheart Advisor

Sweetheart Advisors are unique, part of two teams, one is the local Chapter Advisory Council and the other is the New York State Sweetheart Advisor team. As part of the New York Sweetheart team you fall under the jurisdiction of the New York Sweetheart Director and other sweetheart advisors. A separate training component has been developed to address the special needs and circumstances that may arise in mentoring young ladies at the Chapter, Region or State level. Also a separate Chapter Sweetheart application form has been developed that can be found on the New York DeMolay website in addition to the form used for Region and State Sweetheart candidates.

Responsibilities

- Represent the sweetheart programs at advisory council meetings
- Ensures compliance in line with jurisdictional policies
- A Chapter Sweetheart Advisor will communicate with State Sweetheart Advisors along with the Chair of the local Chapter's advisory council.
- It is the advisor's duty to make certain that the young lady (or ladies) is aware of all local Chapter, Region and State events.
- Participation at events is encouraged, but DeMolay recognize that family, school and other commitments, come first.
- The Sweetheart Advisor should coordinate with Chapter Sweetheart's parents or guardian about travel arrangements, chaperoning and other accommodations

Some key concepts are, in addition to completing the Sweetheart Advisor Training:

1. The Chapter Sweetheart Advisor can be any woman who has an interest in the positive development of youth, while some may be a majority sweetheart, it is not required.
2. Also important is to ensure the timely completion (a minimum of three weeks prior to the installation of the new officers) of a Sweetheart application and sent to the State Sweetheart Director, or her designee. The Sweetheart Advisor should inform the Chapter Advisory Council of this requirement so that the application can be presented to the Chapter at a meeting for voting, and ensure that parental or legal guardian consent has been secured. This is to ensure we are all on the same page and that our youth protection policy is being followed.
3. Chapter Sweetheart installation, for this happy event, the outgoing Chapter Sweetheart should install her successor. At times that may not be possible, or something different preferred, then any past Sweetheart can step in. If no young lady is available, a majority sweetheart or a sweetheart advisor may perform the part with the written approval of the Sweetheart Director or her designee.

Parent and Guardian Liaison

This role can be handled by any adult, who has taken the DeMolay International Advisor Training, to bring forth the ideas of parents and/or legal guardians to a Chapter Advisory Council. Their voices should be heard since many times parents or legal guardians cannot attend every meeting, outing or event scheduled by the chapter, Region or State. Often these individuals may not have a Masonic connection and do not feel comfortable speaking directly to the Chapter Advisor or the Chair.

In addition, the Parent Liaison brings back to the parents or legal guardians information about upcoming events where extra hands are needed. This spot is pivotal to the ongoing success of a chapter provided yet one more means of communication. And at some point in time this person may find that new excited individual that wants to help out more.

Youth Protection and Risk Management Advisor

This advisor ensures compliance with DeMolay International's youth protection and policy programs.

Responsibilities

- Ensure that all aspects of Youth Protection are followed
- Arrange for ongoing education for advisors and DeMolays on youth protection and risk management.
- Provide for the viewing of the youth protection video at least once a year.

Masonic Relations Advisor

This advisor helps to ensure that the chapter is connecting with DeMolay's strongest supporter, the Masonic Fraternity.

Responsibilities

- Keep the Masonic bodies abreast of what the Chapter is doing.
- Keep the Chapter informed about upcoming Masonic events that may be of interest to them.
- Work with the Ritual Advisor to afford opportunities for the DeMolays to showcase their ritual work.
- Work with the Membership Advisor to be able to share DeMolay with the children and grandchildren of the Masonic Fraternity.

Refreshment Advisor

Food is one of the three Fs of DeMolay (Food, Fun, Fellowship). This advisor works to ensure that there is food at events. This may involve coming up with a refreshment schedule or helping to make sure the snack closet is well stocked. Other chapters have the parents' club organize, or have a chapter councilor organize.

The Awards Advisor

Awards and honors play a big role in DeMolay . It is human nature to want to receive recognition for accomplishments of a job well done. DeMolay members are no exception.

Responsibilities:

The Awards Advisor should be sure that each member's records carry full details on the honors and awards that he had earned or received on an Awards Appraisal Form. The advisor should also be thoroughly familiar with the various awards and honors that DeMolay International and the jurisdiction make available.

A description of the Awards and Honors is provided in the Leader's Resources Guide (Chapter 7).

Suggestions

- Keep a database of all members and the awards and honors they have earned and update
- Escribe
- Create a chart of the active members and the activities they have performed which can be applied toward merit bar achievements. Post the chart at Chapter meetings and activities and use it as a way to encourage more activity.
- Regularly present merit bars at Chapter meetings so that members are recognized as soon as possible and so that members are regularly thinking about the merit bar program.
- Encourage members to earn membership awards including the Founder's Membership Award, the Blue Honor Key and the #1 Pin
- Encourage members to enroll in the Leadership Correspondence Course and the Representative DeMolay program.
- Work with the Master Councilor in preparing his Letter of Intent and Letter of Completion for the Past Master Councilor's Meritorious Service Award.
- Start a regular program for awards like "DeMolay of the Year/Term" or "Ritualist of the Year", see that members are aware of the awards and that they are presented each year or term.
- Have an "Awards Banquet" to present Chapter Awards. Invite member's families and local Masons.

Assist the Advisory Council in making recommendations for honors like Chevalier, Cross of Honor, and Legion of Honor.

Transportation Advisor

The DeMolay program often requires traveling within and without the community. Scheduling transportation can become a significant effort.

The Transportation Advisor could:

- Use the Chapter Program Plan to determine the transportation requirements of each event.
- Coordinate volunteers to drive members to Chapter activities including meetings, visitations, to other Chapters, sports tournaments, conclaves, and conventions.

The Athletic Advisor

Many young men join DeMolay for the sports. Why? Sports are popular and for that reason, a DeMolay Chapter should have a good sports program.

Responsibilities

The Athletics Advisor should work with the Chapter leadership to make sure the chapter has a regular, varied, and fun sports program. The Jurisdiction hosts events each year which include a variety of sports.

Suggestions

- Become familiar with the sports programs of the jurisdiction and DeMolay International.
- See that the Chapter enters the sports tournaments sponsored each year. Some Chapters don't think they are a "Sports Chapter" so they don't enter the tournaments. Many times, though, DeMolay sports tournaments are about more than sports. DeMolay tournaments are fun and always have a "social" aspect to them. DeMolays make friends from and develop friendly rivalries with other Chapters at sports tournaments.
- Try to make a practice schedule for the Chapter sports program. Realize that it might be difficult for all members to attend practices. They have other schedules, which may even include participating in school or city league sports.
- Insist that Chapter members use good sportsmanship and reward those members who set the example.
- Offer to work with the Master Councilor in coordinating plans for sports tournaments, which could include transportation, meals, and housing.
- Attend meetings regularly and speak often about the sports program so that it is always a part of what the Chapter is doing. It is no secret that attendance at Chapter meetings is always greatest near tournament dates. Take advantage of this by having a year-round program.
- Work with Chapter members, especially new ones, so that they are able to meet the proficiency requirements of the jurisdiction and DeMolay International. Host a small tournament of your own with the Chapters in the Region. This way you can turn this "tournament" into a practice for the big tournament, plus you can scope out the competition!

Specific Activities Advisors

Depending on the number of members of the Advisory Council, any of the following positions could be filled to effectively round out the Chapter Program. Advisors whose schedules don't allow full-time participation may find interest in one of these Advisor roles.

Fundraising Advisor

A Chapter requires funds to operate effectively. The Fund Raising Advisor could assist in the following areas:

- Work with the Senior Councilor to create a fund raising plan to accommodate the program of the Chapter.
- Aid the Chapter members in planning and executing the fund raising plan.
- Be on the constant look out for ideal fund raising opportunities at the county fairs, festivals, and special community events.

The Scribe Advisor

Since the position of Scribe in a DeMolay Chapter is such a crucial one, Advisory Councils have found it to the Chapter's advantage to designate a Scribe Advisor to assist the young man appointed as the Chapter Scribe.

Responsibilities and Suggestions

- The advisor should be thoroughly familiar with the Rules and Regulations of DeMolay International, the Standard Operating Procedures, and the By-laws of the Chapter.
- The advisor should supervise the Chapter Scribe and Treasurer in accordance with the Scribe's duties, which are outlined in the Leader's Resource Guide (pgs. 46-50).
- The advisor should see that the Chapter always maintains a sound financial condition.
- The advisor is normally the person designated to record the minutes of the Advisory Council meetings and prepare them for approval at the subsequent meeting.
- The advisor should see that all reports are filed promptly and accurately including the Annual Financial Report, insurance payment, and the submission of the Form 10 (New Member Report Form) when appropriate.
- The advisor should be one of the signers on the Chapter bank accounts (There should be at least two signatures on the account. One should be a responsible DeMolay).
- The advisor should see that the Chapter has an adequate supply of forms, postage, and necessary office supplies and equipment.

The Scribe Advisor's job is a large one. The use of a personal computer with database and financial management software will make the performance of the advisor's duties more effective and efficient.

Journalism Advisor or Communications Advisor

Effective communications is vital to a Chapter's success. The Journalism Advisor's or Communications Advisor's role is perfect for the person who likes working with computers, particularly word processing, database, and desktop publishing software.

This Advisor could assist in the following areas:

- Assist the members in publishing a monthly Chapter newsletter.
- Assist the members in creating a web page for the Chapter.
- Assist the members in mailing out invitations, meeting notices, and other communications.

